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No. 183, Port Blair, Wednesday, July 14, 2010

**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT**

NOTIFICATION

Port Blair, dated the 14th July, 2010

No. 169/2010/F.No. 6-1(6)/2009-MPH(IV).—In exercise of powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated 11th April, 1960 and in supersession of Administration's Notification No. 39/88/F.No. 24-2/87-MPH dated 6th June, 1988, and No. 86/94/F.No.24-2/92-MPH (PF) dated 16th August, 1994, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to Group 'B' & 'C' Non-Gazetted Posts of **ECG Technician, Operation Theatre Technician, Operation Theatre Assistant, Senior Radiographer, Senior Lab. Technician, Medical Record Technician, Port Health Inspector and Junior Carpenter** borne in the Directorate of Health Services, Andaman and Nicobar Administration namely:—

1. Short Title and Commencement:—

- (i) These rules may be called the Andaman and Nicobar Administration (Non-Gazetted Group 'B' & 'C' posts in the Directorate of Health Services) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of its publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:—

The number of posts, their classification and the Pay Band and Grade Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule I to VIII annexed thereto.

3. Method of Recruitment, Age limit and other Qualifications :—

The method of recruitments, age limit, educational qualification and other matters relating to the said posts shall be as specified in paras 5 to 15 of the attached Schedules.

4. Disqualification:— No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living,
OR
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Powers to Relax:—

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission if necessary, relax any of the provisions of these rules with respect to any class or categories of persons.

6. Saving:—

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,
Andaman & Nicobar Islands.

Sd/-
Assistant Secretary (Health)

SCHEDULE - I**RECRUITMENT RULE FOR THE POST OF E.C.G. TECHNICIAN IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	E.C.G. TECHNICIAN
2.	No. of Post	01 (One) 2010 (Subject to variation dependant on workload)
3.	Classification	General Central Services Group-'C', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.2400
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 Yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:-</u> 1. XIIth Std. (Senior School Certificate Examination) passed from a recognized Board/ Institute. 2. Diploma in ECG Technician Course from a recognized Institute. <u>Desirable:-</u> Working Experience and handling of ECG Machine for one year from a reputed hospital/ institute.
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years

11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
13	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Enclosed as Annexure to Schedule- I

ANNEXURE TO SCHEDULE-I**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'E.C.G. TECHNICIAN'**

1. Handling and Maintenance of electroencephalographic machine.
2. Taking electroencephalographic for patients on the advice of the Doctor.
3. Maintaining records related to his work.
4. Maintaining cordial public relations.
5. Doing any other duty that may assigned by the hospital authorities.

SCHEDULE - II**RECRUITMENT RULE FOR THE POST OF OPERATION THEATRE TECHNICIAN IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	OPERATION THEATRE TECHNICIAN
2.	No. of Post	05 (five), 2010 (Subject to variation dependent upon the workload)
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Pay Band and Grade Pay /Pay Scale	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs. 2400
5.	Whether Selection post or Non-Selection Post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 5 years In accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of names from the Employment Exchange/closing date for receipt of application forms from candidates.
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> 1. XIIth Std. (Senior School Certificate Examination) passed from a recognized Board/Institution.

		2. Diploma in Operation Theatre Technician Course from a recognized institution. Desirable:- (03) Three years experience in O.T. Tech. work
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by promotion failing which by Direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer is to be made	Promotion from amongst the Operation Theater Assistant in the Pay Band Rs. 5200-20200 with Grade Pay Rs.1900/- having minimum 08 (Eight) years of qualifying service in the grade. The O.T. Assistant so promoted to the post of O.T. Technician shall pass O.T. Technician course from a recognized institution on the mainland on his being deputed to undergo such a course.
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule - II

ANNEXURE TO SCHEDULE-II**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'OPERATION THEATRE TECHNICIAN'**

1. Supervising the working of the domestic staff working in the operation theatre and recovery room.
2. Being responsible for storage maintenance and accounting of instruments, tables and other supplies belonging to the operation theatre.
3. Taking adequate precautions and fire and other hazards.
4. Keep into the emergencies outfit up to date and in good working order in the theatre.
5. Supervising cleanliness and maintenance of operating theatre.
6. Seeing to the proper sterilization of instruments, linen and other appliances before use.
7. Seeing to the testing of electric equipments by the electrician periodically and desceling of.
8. Ensuring asepsis conditions in clean theatres.
9. Helping in arranging conveyance of patients to and from the operating theatre.
10. Doing any other duty as may specified by hospital authorities.

SCHEDULE - III**RECRUITMENT RULE FOR THE POST OF OPERATION THEATRE ASSISTANT IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	OPERATION THEATRE ASSISTANT
2.	No. of Post	12 (Twelve), 2010 (Subject to variation dependent upon the workload)
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1900
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	2 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion
12	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/deputation/ transfer is to be made	Promotion from amongst the Operation Theatre Attendant in the Pay Band Rs.5200-20200 Plus Grade Pay Rs.1800/- working under the A&N Health Department having minimum period of Five years qualifying service in the grade. The O.T Attendant so promoted to the post of O.T Assistant should have to pass O.T Assistant course from a recognized institution on the mainland on his being deputed to undergo such a course
13	If a DPC exists, what is its composition?	<u>Group 'C' DPC consisting of:-</u> 1. Director of Health Services – Chairman 2. Director of AH & VS – Member 3. Medical Supdt., GBPH – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Enclosed as Annexure to Schedule- III

ANNEXURE TO SCHEDULE-III**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'OPERATION THEATRE ASSISTANT'**

1. To assist the Operation Theatre Staff in washing and sterilization of surgical equipments.
2. To maintain the proper sterilization of linen items of Operation Theatre.
3. To guide Safaiwalas in cleaning the O.T. for ensuring high aspects measures.
4. To assist O.T. Staff in handling operated cases.
5. Any other duties assigned to them from time to time.

SCHEDULE - IV**RECRUITMENT RULES FOR THE POST OF SENIOR RADIOGRAPHER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SENIOR RADIOGRAPHER
2.	No. of Post	02 (Two), 2010 Subject to variation dependent upon the workload
3.	Classification	General Central Services Group- 'B', Non-Gazetted/ Non- Ministerial
4.	Pay Band & Grade Pay/Pay Scale	Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs. 4200
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> 1. Graduation in Science Subjects from a recognized University. 2. Diploma or Degree in X-Ray Technology from a recognized University/Institute. 3. 02 years experience in the field.
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/deputation/ transfer is to be made	<u>Promotion:</u> From amongst the Radiographers in the Health Department in the Pay Band Rs.5200-20200 Plus Grade Pay Rs.2400/- with 05 years regular service in the grade. The Radiographer so promoted to the post of Sr. Radiographer of state T.B unit shall pass NTI training for three months in handling NMR unit and DTP procedure from a recognized institution on the mainland on his being deputed to undergo such a course
13.	If a DPC exists, what is its composition?	<u>Group 'B' DPC consisting of:-</u> 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule - IV

ANNEXURE TO SCHEDULE-IV**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SENIOR RADIOGRAPHER'**

1. To assist the Doctor in special diagnostic radiographic investigation.
2. To supervise the work of radiographer and guide him whenever required.
3. Proper storing of X-Ray films of all medico- legal cases and to produce it in court when demanded.
4. Maintenance of record of X-Ray reports of patients referred.
5. To maintain discipline in the department.

SCHEDULE - V**RECRUITMENT RULE FOR THE POST OF SENIOR LAB TECHNICIAN IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SENIOR LAB TECHNICIAN
2.	No. of Post	04 (Four) 2010 (Subject to variation depending on work load)
3.	Classification	General Central Services Group- 'B', Non-Gazetted/ Non- Ministerial
4.	Pay Band & Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 Plus Grade Pay Rs. 4200
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualification required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by promotion.
12.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/deputation/ transfer is to be made	Promotion/Transfer from amongst the Lab. Technician in the Pay Band (5200- 20200 with Grade Pay Rs. 2800 working in the A&N Health Department. The Lab. Tech. so promoted has to undergo training in Leprosy or T.B and pass in Skin Smear examination from a institute where they have been deputed to undergo such course
13.	If a DPC exists, what is its composition ?	<u>Group 'B' DPC consisting of:-</u> 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- V

ANNEXURE TO SCHEDULE-V**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SENIOR LABORATORY TECHNICIAN'**

1. To impart on the job training in examination of smears for detection of Leprosy to Para-Medical Workers, Lab. Assistants/Technicians in various Hospitals/Dispensaries and PHCs.
2. To carryout sample checking of slides already examined by Para Medical Workers and Lab. Technician.
3. To examine slides from referred patients.
4. To assist the Leprosy Officer in organizing Lab. Services in different Clinics/Centres.
5. To render Lab. Services to the two Urban Leprosy Centre and Temporary Hospitalization ward at Bambooflat.
6. To carryout other related duties as assigned by the Leprosy Officer from time to time.

SCHEDULE - VI**RECRUITMENT RULE FOR THE POST OF MEDICAL RECORD TECHNICIAN IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	MEDICAL RECORD TECHNICIAN
2.	No. of Post	03 (Three) 2010 (Subject to variation depending upon the work load).
3.	Classification	General Central Services Group-'C', Non- Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.2800
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) Relaxable for Govt. Servants upto five years in accordance with the instructions/orders issued by the Central Govt. from time to time. The Crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates.
8.	Educational and other qualifications required for direct recruitment	Essential :- 1. XII th Std. (Senior School Certificate Examination) passed from a recognized board/institution. 2. Diploma/Certificate in Medical Record Technician (MRT) course from a recognized institution
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Age- Not applicable Qualification – Yes, as per para12
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	From amongst the Medical Record Assistant/Clerk-cum-Typist/Clerk-cum-Record Keeper of A & N Health Department in the Pay Band Rs. 5200-20200 Plus Grade Pay Rs. 1900 working in the Medical

		Department having requisite training qualification (MRT) from a recognized institution with a minimum period of five years of qualifying service in the grade
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of :- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule - VI

ANNEXURE TO SCHEDULE-VI

DUTIES AND RESPONSIBILITIES FOR THE POST OF 'MEDICAL RECORD TECHNICIAN'.

1. Compilation of data for research from records.
2. Preparation of statistical reports.
3. Review of medical records to ensure presence of all component parts.
4. Coding diseases and operations according to the accepted classifications.
5. Maintenance of indexes according to the planned procedures.
6. Preparations of Daily Hospital Censes.
7. Analysis of records of discharged patients.
8. Analysis of admissions.
9. Computation of rates, percentages etc.
10. Compilation of monthly and annual statistical reports.
11. Maintenance of Death Registers.
12. Maintenance of Birth Registers.
13. Scrutiny of Birth & Death Reports received from the wards.
14. Supervision of Incomplete Records Control Desk.
15. Supervision of Filing area.
16. Instructing new employees in the procedures of their jobs.
17. Checking the work of employees directly under his supervisions.
18. Taking records to courts.
19. Attending to medico-legal works while working the Medical Record Department as under:-
 - (a) Receiving medico-legal registers from the Casualty Medical Officer when such registers are complete.
 - (b) Getting those medico-legal; reports which are left incomplete by the doctors, duly completed in all respects.
 - (c) Preparing a list of all those medico-legal reports which are not completed in spite of personal efforts, doctor-wise and submitting the same to DMS for necessary action.
 - (d) Controlling issue of medico-legal registers by maintaining a register.
 - (e) Issuing medico-legal reports to the police authorities as and when required.
 - (f) Providing assistance to police officials in obtaining X-Ray films and other documents required by them.
 - (g) Supply of blank medico-legal registers to the Casualty Medical Officer, on request, after numbering it with the automatic numbering machine.
 - (h) Attending courts and producing records there, as and when summons are received.
 - (i) Keeping all the medico-legal documents in safe custody.
20. Particulars in the training programmes of the department.

SCHEDULE - VII**RECRUITMENT RULE FOR THE POST OF PORT HEALTH INSPECTOR IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	PORT HEALTH INSPECTOR
2.	No. of Post	01 (One) 2010 (Subject to variation dependant upon the workload)
3.	Classification	General Central Services Group-‘C’, Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs. 2800
5.	Whether Selection post or Non Selection Post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/ transfer is to be made	From amongst the sanitary inspectors in the Pay Band Rs. 5200-20200 Plus Grade Pay Rs. 2400 working in the A&N Health Department having a minimum five years qualifying service in the grade
13.	If a DPC exists, what is its composition?	<u>Group ‘C’ DPC consisting of:-</u> 1. Director of Health Services — Chairman 2. Director of AH&VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- VII

ANNEXURE TO SCHEDULE-VII**DUTIES AND RESPONSIBILITIES FOR THE POST OF ‘PORT HEALTH INSPECTOR’.**

1. To assist the Port Health Officer in all activities.
2. To inspect the sanitary condition of Ship and Port Areas.
3. Inspection of Food Provisions of the Ship.
4. Supervision of the disinfection of the Ship as and when requires.
5. Regular testing of drinking water of Ship and Port Areas.
6. To supervise the proper disposal of refuse in Ship as well as Port Area.
7. All other duties to be assigned from time to time by the Port Health Officer.

SCHEDULE - VIII**RECRUITMENT RULE FOR THE POST OF JUNIOR CARPENTER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	JUNIOR CARPENTER
2.	No. of Post	02 (Two) 2010 (Subject to variation dependent upon workload)
3.	Classification	General Central Services Group- 'C', (Non- Gazetted/ Non- Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus G.P. Rs.1800
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCs Pension Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 Yrs. (Male) & 18-38 yrs. (Female) Relaxable for Govt. Servants upto five years in accordance with the instructions/ orders issued by the Central Govt. from time to time. Note:- The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/the closing date for receipt of application forms from candidates.
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Examination) passed from a recognized Board/Institute. 2. I.T.I Certificate in Carpentry from a recognized Institution. Desirable:- Two years experience in the field from a reputed Firm/Industry.
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ transfer grades from which promotion is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- VIII

ANNEXURE TO SCHEDULE-VIII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'JUNIOR CARPENTER'**

1. To open medicine, IV Fluids, Instruments, Fridges, Wooden Packages received from NSD and other firms and keep empty boxes.
2. To medicine boxes for dispatch to outlying Islands.
3. To attend to minor repairs of wooden furniture of the department.,
4. To make packages from wooden boxes.
5. To make wooden sign boards and name plate and hospital board.
6. To assist the Medical Officer (Store) in packing and unpacking work and other works of Medical Store.